

ARTICLE 39

VOLUNTARY ALLOTMENT OF UNION DUES

1. Any employee of the Forest Service who is a member of the National Federation of Federal Employees (NFFE) and is included within one of the consolidated bargaining unit sccovered by this Master Agreement may make a voluntary allotment for the payment of dues to the NFFE pursuant to the terms of the agreement between the U.S. Department of Agriculture (USDA) and the National Office, NFFE (See Appendix B). Management will notify the national point of contact in Article 11 of any changes made in the NFFE/USDA agreement.
2. Should the agreement between the USDA and the NFFE concerning the voluntary allotment of Union dues not be continued or renegotiated at the time of any expiration date, then the Parties agree that the voluntary allotment of dues will continue until a new agreement between the USDA and NFFE is negotiated.
3. The NFFE-FSC will provide Management with a list of points of contact for FSC Locals for the purpose of dues deduction issues, at least annually. This list will include contact name, Local number, and dues amount. If the Local points of contact cannot be reached, then the point of contact is the FSC Secretary-Treasurer.
4. **Processing of new dues deductions:**
 - a) Union officials will submit an SF-1187 Form that is complete, legible, and accurate to Human Resources Management (HRM) for processing.
 - b) If the form is incomplete, illegible, or the dues amount is less than the Local's dues amount as provided in Section 12 of this Article, HRM will return it to the local point of contact within 2 days of receipt, and the timeframes below will not begin.

- c) If the completed form is legible and the employee is coded as being in the bargaining unit, the dues deduction request will be processed within 5 days of receipt.
 - d) If the completed form is legible, but the employee is not coded as being in the bargaining unit, the Local contact will be notified of the issue within 2 days of receipt. Within 14 days of receipt of the SF-1187, the employee's bargaining unit status will be corrected if it is in error, or the local contact will be notified that the Agency believes the employee is not in the bargaining unit.
5. Permanent seasonal employees for whom dues were withheld at the end of the previous season will have dues withholding reinstated by HRM when they return to pay status.
 6. Temporary employees who are rehired will need to submit a new SF-1187 for dues withholding.
 7. Employees for whom dues are withheld and who are temporarily removed from the bargaining unit (for example, seasonal supervision, details to unorganized units, temporary promotions) will have dues withholding reinstated on the first full pay period following return to the bargaining unit.
 8. Each pay period, Management agrees to furnish to the FSC Secretary-Treasurer a list of all employees including the organizational coding through level 5, name, position, title, grade, step, Bargaining Unit Status (BUS) code, Fair Labor Standards Act code, official duty station, Local number, and dues withholding.
 9. When an employee or the Union believes that a Union member's dues withholding has been incorrectly discontinued, the Union or the employee may open a CRM case. Within 14 days of the first CRM contact, the dues will be reinstated or the person opening the CRM case will be notified as to the reason that the dues cannot be reinstated (for example, employee is in a non- bargaining unit position).

- 10.** Management is responsible for terminating dues withholding when the employee is reassigned, promoted, or otherwise permanently removed from the bargaining unit (5 USC 7115).
- 11.** It is the employee's responsibility to complete and submit Form AD-356, Dues Changes between Locals within a National Labor Organization, to HRM when they change from one Local to another. If the employee remains in the NFFE bargaining unit, dues withholding will continue regardless of whether the employee completes this form or not.
- 12. Process for annual change in dues amounts:** By pay period 24 each year, the NFFE-FSC Secretary-Treasurer shall notify the HRM Pay Branch Chief in writing of any changes to the dues rate for each of the Council Locals, which will be effective the 1st pay period of the next calendar year.
- 13. New Bargaining Units:** In the event that a new bargaining unit is organized, the FSC Secretary-Treasurer shall notify the HRM Pay Branch Chief and the LR/ER Policy Branch Chief, as soon as practical, of which Local will be representing the bargaining unit. If a new Local is chartered for the bargaining unit, the notification will include the new Local number, the dues amount, the Local officers and their contact information.
- 14. Other changes to Locals:** In the event that the FSC merges Locals or otherwise changes representation for some bargaining unit employees, the FSC Secretary-Treasurer will inform HRM Pay Branch Chief and the LR/ER Policy Branch Chief within 14 days of the change. The notification will include the following:
- a) The Local numbers affected by the changes,
 - b) The nature of the change, and
 - c) Any other information necessary to implement the change, including names of affected employees, Local numbers to which they should be assigned, dues rates, and contact information for the Locals.

15. When Locals are abolished, the FSC Secretary-Treasurer will notify the HRM Pay Branch Chief and the LR/ER Policy Branch Chief, and HRM will notify NFC which Local numbers are to be abolished.